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Personnel



**AMC OUTSTANDING RESERVE ASSOCIATE
MAINTENANCE AWARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations*, to establish the AMC outstanding reserve associate maintenance awards program. It designates categories established awards and outlines policy, procedures and eligibility criteria for recognition of outstanding reservists assigned to the AMC-gained Air Force Reserve Associate Maintenance Program. It applies to United States Air Force Reserve units; it does not apply to Air National Guard units. The use of the name or mark of any specific manufacturer, commercial product commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF REVISIONS

This revision generally updates the text; requires nomination packages to be submitted on diskette or by electronic e-mail to save paper and distribution bulk and to allow for corrections without redirecting nominations back to units (5.1.1.); limits narrative to one page using a current version of MS WORD, 10-pitch or 12-point type only, to provide for standardization and reduce wordiness (5.1.1.). Includes electronic mail address for NAFs to use in submitting awards packages. Revisions include suspending the last day of February for HQ AMC board to make award selections and announcement of winners (5.1.2.).

1. General. The AMC Associate Maintenance Awards Program encourages outstanding individual performance and achievements and gives recognition to those individuals contributing to the success of the Air Force Reserve Associate Program. The objective of these awards is to improve morale; instill pride, provide individual incentive, and unit esprit de corps; promoting a competitive spirit among AMC-gained reserve associate maintenance personnel.

2. Responsibilities. The senior Reserve Associate Maintenance Officer at each AMC wing location will promote and monitor this program to attain maximum participation and provide timely submission of nomination.

3. Award Categories and Eligibility:

- 3.1. Outstanding Reserve Associate Maintenance Officer. Any officer assigned to an AMC-gained reserve associate unit within the aircraft maintenance career field.
- 3.2. Outstanding Reserve Associate Maintenance Noncommissioned Officer (NCO). Any NCO assigned to an AMC-gained reserve associate unit within the aircraft maintenance career field.
- 3.3. Outstanding Reserve Associate Maintenance Airman. Any airman assigned to an AMC-gained reserve associate unit within the aircraft maintenance career field.
- 3.4. Criteria. Base consideration on total performance in three or more of the following areas for the preceding fiscal year:

- Unit training

- Individual training

- Safety

- Recruiting

- Host maintenance mission

- Organizational improvements (list only those in which the nominee was directly involved)

- Improved job procedures

- Elimination of maintenance problem areas

- Outstanding accomplishments within maintenance

- 3.5. Image. In addition to the criteria above, the nominee must be outstanding in participation, military appearance, dress, and bearing.

4. Frequency of Awards. Annual, for the previous fiscal year.

5. Nomination Procedures:

- 5.1. In conjunction with the active duty logistics group commander, the senior reserve associate maintenance officer at each location may select one nominee from each category. Although nominations are encouraged in each category from all associate units, they are not mandatory.

- 5.1.1. Submit nomination packages through the active duty Logistics Group Commander on a 3.5-inch computer diskette (using a current version of MS WORD, 10-pitch or 12-point type only) or, with the commander's approval, by electronic mail. Packages should contain the following and arrive at the appropriate Numbered Air Force not later than 30 December:

- 5.1.1.1. A narrative summary of accomplishments based on the criteria in paragraph 3.4. Limit the narrative to one typed page.

- 5.1.1.2. A biographical summary of the nominee as follows:

- Nominee's name, grade, Air Force specially code, duty title, and unit of assignment

Nominee's educational achievements, including military technical schools, professional military education and college level civilian education, both in residence and by seminar or correspondence

Chronological narrative of the nominee's military career

Awards, decorations and any other military honors

5.1.2. Each AMC NAF Director of Logistics will select those nominations in each category considered worthy of further consideration and send those packages to HQ AMC/LGJ by 30 January. NAF selections may be forwarded on a 3.5-inch computer diskette or electronically mailed (e-mail) to <mailto:AMC/LG-Reserve Awards-Lst@scott.af.mil>.

5.2. HQ AMC/LG will convene a selection board, to include a senior reserve officer, for the final selection process. Selection will occur not later than the last day of February. Award winners will be announced not later than 15 March.

6. Method of Presentation . HQ AMC/LG or a designated representative will present awards at an appropriate ceremony.

JAMES L. LEMONS, Colonel, USAF
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